

CHIEF OF ADMINISTRATION

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position in the fire service. The Chief of Administration assists the Fire Chief in the organization and management of the fire department in areas such as personnel management, human resources, administration, planning and research, records and reports, and directing fire and emergency operations. The Chief of Administration works with a high degree of independence, and reports to and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all department operations on one shift. Recommends management policies, goals, and objectives for consideration by the Fire Chief. Assists in the research and planning for programs and activities. Recommends changes in department operations that will help the fire district to obtain favorable ISO ratings. Conducts inspections of various divisions of the department and observes operations. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in policies and procedures are needed. Attends conferences, conventions, and other educational meetings. Assists in communicating with news media, informing the public about fire department work, and answering any questions about the operation of the fire department or related emergency services. Aids in coordinating the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Plans and organizes departmental operations having to do with personnel. Investigates complaints against department personnel and formulates a reply to the complaint or a recommendation for action to be taken. Assists in developing a personnel recruitment and selection program and interviews prospective employees. Assigns work schedules and duty areas to subordinates. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Delegates authority to subordinates for the more effective operation of the department. Acts as consultant to nearby volunteer departments, providing assistance in training or firefighting efforts when needed.

Plans and organizes departmental operations having to do with equipment and apparatus. Assists in the preparation of the operating budget by collecting and organizing relevant data. Purchases equipment and supplies, keeping such purchases within the established budget. Investigates all accidents involving department equipment, determines causes, and makes recommendations on procedures to avoid future accidents. Supervises the general care and maintenance of fire fighting apparatus, stations and grounds, motor driven vehicles, communications equipment and other related property. Directs the testing of equipment and assures that equipment meets all applicable federal, state, and local standards. Organizes repairs and maintenance of all facilities, equipment, or operating systems or assigns such to qualified personnel. Inspects equipment to see that repairs were properly accomplished. Oversees the maintenance of inventory and equipment, ensures that proper supplies are order, and sees that supplies are distributed to department personnel.

Makes decisions concerning what information should be included in all records of the department. Provides for maintenance of department records such as personnel records, records of activity, and inventory records. Supervises preparation and maintenance of records and reports by periodically inspecting systems and facilities. Personally completes any forms and records assigned.

Supervises department employees by inspecting the appearance of assigned equipment and subordinate personnel. Oversees and evaluates work performance. Assists in maintaining discipline by counseling or recommending disciplinary action. Counsels employees who are experiencing work problems and resolves complaints and grievances. Promotes peace and harmony within the department.

Oversees subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, and performing salvage and overhaul work. Provides for the needs of fire fighting and other emergency personnel. Takes charge of all safety procedures and firefighting operations at the scene. Maintains communications between the fire scene and other authorized personnel. Assists arson investigation personnel who take charge of evidence of suspected arson. Testifies in court when required.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class,

must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must possess a minimum of at least ten (10) years of full-time fire service experience.

Eligibility for admission to the competitive test shall be limited to members of the same department as the fire chief at the time of appointment.